

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division

DATE: 28 February 1963

FROM : Chief, Building Services Branch

SUBJECT: Monthly Activity Report

## A. PROJECTS AND STUDIES IN PROGRESS

1. An experimental conveyance is being used in the collection of trash in the classified trash area. Development of a truck for use on a permanent basis has as yet not been completed.

## B. ITEMS OF GENERAL INTEREST

1. It is anticipated that the number of men now on duty [REDACTED] will be reduced by fifty per cent (50%) in the near future.

2. The new report form is being used on a daily basis. Information is available at any given time within the report period.

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